

**MINUTES OF THE  
SOMERS COUNTY WATER AND SEWER DISTRICT  
REGULAR MONTHLY MEETING  
NOVEMBER 14, 2018**

The regular meeting of the Somers County Water and Sewer District was held on November 14, 2018 at the Somers Museum.

President Ruth Hellen called the meeting to order at 6:06 p.m.. Present were Bob Foley Don Peters, Mark Manning and Karen Rhodes. Andy Loudermilk, Manager/Operator and Shari Johnson, Engineer, were also present.

**APPROVAL OF MINUTES.**

Karen moved. Don second.

RESOLVED to approve the minutes from the October 10, 2018 meeting.

All Aye.

**PUBLIC COMMENT:**

**NEW BUSINESS:**

**A. Billing Software.** The Board agreed to place "B. Advertisement of RFP" prior to Billing Software so Shari can update the Board with her report on the water tower.

**B. Advertisement of RFP.** Shari has completed the Request For Proposals for engineering for the new water tank.

This advertisement will need to be advertised in a weekly newspaper 2 weeks in a row and no later than 5 days apart.

It was agreed to advertise in the Beacon Weekly Newspaper and Andy will place the ad there.

Mark moved. Karen second.

RESOLVED that Andy place the first RFP advertisement beginning next week.

All Aye.

Shari explained that after the RFP has been advertised the Board will need to review or interview those that have responded. She reminded the Board that the engineering firms would be ranked strictly on qualifications. State Law states that the cost of engineering

is not to be questioned nor discussed during the ranking period.

**OLD BUSINESS:**

**A. Engineer's Report.** Shari asked the Board if they were still interested in doing an income survey. Shari explained that based on the census boundary for Somers has a \$54,000 median income which would make the target rate for getting grants and loans to \$103.00 per month.

Shari explained there are 4 funding agencies we could go to. Treasure State Endowment Program (TSEP) would not loan until the 2020 legislature. Community Development Block Grant (CDBG) gives funding for low income water districts and cities. We would need to get an income survey to be sure of the Water/Sewer Districts' median income. State Revolving Fund (SRF) is the easiest to get funding. The loan would at this time would be 2.5% for 20 years.

The water tank is estimated to cost \$250,000-\$500,000. Shari estimated that each user would need to pay approximately \$6-\$10 per month to pay the loan back.

Shari then reported that she had contacted a Jakola Engineering for a free consultation on the old tank and its safety. They stated that the tank is nearly 100 years old and definitely not up to code. We need to hire tank divers to inspect the inside of the tank. Sandblasting and painting will probably need to be done based on results from the tank divers. The estimated cost of the maintenance would be \$50,000. After this is done we will also have to get a constructional engineer to see if the tank is still structurally sound.

Bob moved. Mark second.

RESOLVED for Andy to hire the professional divers with a \$3,000 limit in order to see how the inside of the tank is holding up.

All Aye.

Shari then shared some of her work done on the water modeling program. She has determined that by having Steamboat Landing development construct a loop from Somers Road to School Addition Road will add at a minimum of 180 gallons per minute for fire flow.

**B. Steamboat Landing—Development Agreement for Will Serve Letter.** The agreement was discussed and the committee agrees with the terms.

Andy stated that he also needs a will serve letter from Lakeside.

Karen moved. Mark second.

RESOLVED to approve the Steamboat Landing Development Agreement.

All Aye.

Shari then requested to leave the meeting at 7:18 p.m..

**NEW BUSINESS:**

**A. Billing Software.** Andy has been doing research on purchasing a billing program and accounting system in preparation for Rita's retirement. He has looked into RVS Software and Black Mountain Software. The Black Mountain Software has more options such as credit card receipts, ACH and storage in the cloud. They also have an integrated accounting/payroll system. The total cost (depending on the options chosen) will cost \$19,380.00. Annual Fees will be \$4,485.00. Black Mountain will train the new billing clerk/bookkeeper with the installation of each software program. If travel is required for training there is an additional charge.

Andy also stated that there is software who will print and mail the water bills which will cost \$128.50.

Andy would also like to look at preparing for radio read. Currently we have approximately 40% of the meters installed. The cost of the software would cost approximately \$13,500 plus the replacement of the other 60% of the meters.

Andy stated that Black Mountain wants payment of 25% up front for the Black Mountain Software and remainder in full at "going live".

Don moved. Bob second.

RESOLVED for Andy to proceed with the Black Mountain Software.

All Aye.

Ruth will work with Andy with this update.

**MANAGER'S REPORT:**

Andy reported on work completed for the past month.

We will continue to chlorinate the water at .8 ppm until March 31, 2018. The DEQ is requiring Andy to sample from the water sources in December and February.

**SECRETARY'S REPORT:**

**A. Financial Statements.** The financial Reports for October 31, 2018 were presented.



**B. Bills.** The Upaid Bills Report was presented.

Mark moved. Don second.

RESOLVED to pay the bills totaling \$19,544.52.

All Aye.

**C. Correspondence.** None.

**D. Delinquents.** The delinquent list was presented. As per policy notices will be given.

Being no further business.

Bob moved. Karen second.

RESOLVED to adjourn the meeting.

All Aye.

Meeting was adjourned at 8:07 p.m..

Minutes approved at the December 12, 2018 meeting: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary